Dear Student:

Welcome to the exciting world of nursing and the Associate Degree Nursing Program at Caldwell Community College and Technical Institute. We have an outstanding program and we are glad to have you here. We are excited to have you join our program and the profession that we love. You will find the nursing program to be a very meaningful, worthwhile, enjoyable, and at times, a difficult course of study. Nursing is an exciting career and one marked with many challenges. We will do our best to help prepare you to master those challenges.

We look forward to working with you during the next five semesters. We want you to succeed. Every lesson plan, assignment, and activity has been developed with your success in mind. We will work together to make this an exciting and productive program. We recommend that you get organized early and stay organized. Keep important papers for reference throughout the nursing program. Do not get behind: it is easier “to keep up” and almost impossible “to catch up”.

Each course will assist you to build on your knowledge of nursing and clinical expertise for your future career. It is important that you gain a good foundation in the first nursing course. You will continue to build on your knowledge as you progress through each course.

The guidelines in this Student Handbook have been developed by the nursing faculty. The purpose of this handbook is to provide the Associate Degree Nursing student with relevant information regarding the Caldwell Community College & Technical Institute Associate Degree Nursing requirements, professional standards, policies and procedures.

Best Wishes

Sincerely,

The ADN Faculty
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GENERAL PROGRAM GUIDELINES
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Program Mission, Philosophy & Conceptual Framework

Mission

The Associate Degree Nursing program supports the mission of the North Carolina Community College System and the mission of Caldwell Community College and Technical Institute. The faculty is committed to providing accessible high quality nursing education to meet the diverse and changing health-care needs of the service area. Within this mission, the goal of the nursing faculty is to promote the highest quality of nursing care to the individual, families, significant persons and the community. The outcome is the development of qualified students prepared for the professional role of registered nurse at the entry level. Graduates of this program meet the education requirements to take the National Council Licensure Examination (NCLEX-RN).

Philosophy of Associate Degree Nursing Education

The philosophy of the Associate Degree Nursing Program is derived from the faculty’s beliefs about the individual, environment, health, nursing, practice and education of the Associate Degree nurse. The aim is to facilitate optimum health, quality of life and achievement of potential for the individual. The graduate of the Associate Degree Nursing program at Caldwell Community College and Technical Institute is prepared to meet the education competencies defined by the National League for Nursing, Nursing Practice Act of North Carolina, Quality and Safety Education for Nursing and the Institute of Medicine. The practice of nursing is directed toward meeting the health care needs of individuals throughout their lifespan. The ADN prepared nurse's role is characterized by evidence-based clinical practice with the provision of care for individuals and families in structured settings.

Nursing education at the Associate Degree level, in the North Carolina Community College System, is a process that facilitates the acquisition of knowledge, skills, professional behaviors and attitudes necessary to function in the role of the entry-level nurse. The curriculum is conceptually based and founded on principles of adult and collaborative learning. Basic assumptions include self-direction, utilizing adult experience, problem- and activity-centered learning. (Rachel, 2002).

The Associate Degree Nursing Program at Caldwell Community College and Technical Institute incorporates evidence-based nursing theory and practice, general education and the sciences in an environment conducive to learning. The conceptual design defines the essential elements as the
Program Mission, Philosophy & Conceptual Framework, cont.

environment, quality of life, achievement of potential and health. The organizing framework contains
content related to the individual, the health care system and nursing. The nursing program provides an
education that is flexible, progressive, and sensitive to the changing needs of the individual, significant
support person(s), and community. Through these educational experiences, students will have the
opportunity to develop critical thinking and problem solving skills.

Learning is a continuous process that results in a change of behavior and occurs when the individual is
challenged and motivated to enhance personal knowledge. Teaching and learning is an interactive
process between teacher and learner. The responsibility of the faculty of Caldwell Community College
and Technical Institute Associate Degree Nursing Program is to facilitate the student's understanding
and ability to meet the competencies for nursing practice through the design and evaluation of learning
experiences. The nursing student is responsible for actively participating in learning experiences and
develops the knowledge, skills and attitudes necessary to provide quality individual centered nursing
care.

Conceptual Framework

The domains of the individual, the healthcare system and nursing provide the conceptual framework
guiding the associate degree nursing curriculum. Conceptual design defines the essential elements as
the environment, quality of life, achievement of potential and health. Concepts are organized within
each of these domains and learning occurs from simple to complex and provides the foundation for
safe delivery of nursing care. Outcomes and competencies of the graduate are based on the National
League for Nursing Outcomes and Competencies for Associate Degree Nursing graduates (2010)
which include advocating for human flourishing, implementing a spirit of inquiry, employing nursing
judgment and internalizing professional identity. The NLN (2010) core values are integrated
throughout the curriculum and include: caring, diversity, holism, integrity, ethics, client centered and
excellence.
Program Mission, Philosophy & Conceptual Framework, cont.

Definitions:

Individual

The faculty of Caldwell Community College and Technical Institute believes in a culture of holism and believes that each individual is a complex, multidimensional, unique and significant being possessing inherent value and worth, a member of a family, community and culturally diverse society. All individuals have dynamic bio-physical, psychological, socio-cultural, spiritual and developmental needs that contribute to health, quality of life and achievement of potential. Adaptation to the environment requires the individual to change throughout the lifespan. Each individual has a right to healthcare and to information that will assist him or her to participate actively in his or her health care in order to achieve the highest level of wellness possible. All individuals should be cared for, respected, nurtured, understood and assisted. In order to provide and manage care, nurses must view the individual at the center of any nursing activity. Nurses must use their skills and knowledge to enhance human flourishing for their clients, for their communities and for themselves.

Healthcare System

The community healthcare system is a macrosystem and consists of a variety of parts or microsystems. Clinics, hospitals, pharmacies, laboratories, long term care and Internet sites are microsystems that are connected by patients and information to improve health. (IOM, 2001)

Nursing

Nursing is a profession that combines the science and art of integrating and assimilating knowledge and skills derived from biological, sociological, behavioral sciences and information technology to deliver client-centered, culturally competent, holistic care. These skills and knowledge provide the foundation from which nursing judgment occurs. Through caring, empathy, ethics and the development of a therapeutic relationship with the individual and significant support person(s), the nurse integrates the art of nursing with the scientific foundation for nursing practice that utilizes the nursing process. Incorporating a spirit of inquiry, evidenced based practice, the nurse functions autonomously and collaboratively with the interdisciplinary team to assist individuals to reach their maximum health potential. The goals of safe and quality client outcomes through assurance of quality
Program Mission, Philosophy & Conceptual Framework, cont.

client outcomes, promotion of wellness, prevention of illness and restoration of health or assistance in achieving a dignified death are assured through a teamwork approach.

Environment

The individual is in constant interaction with a changing environment that consists of both internal and external forces that varies throughout the lifespan and has the potential to cause stress in the individual. Considering both the context and environment, the nurse can assist the individual to alter aspects of the environment and to utilize innate and learned coping mechanisms to adapt to these stressors.

Health

Health is a dynamic, ever-changing state of mental, physical and spiritual well-being, which exists on a continuum from optimal wellness to illness and ending in death. The individual's needs for healthcare are determined by his/her position on the continuum. Each individual's health is based on his/her cultural perceptions and beliefs of health and illness and the ability to adapt to internal and external environmental forces. The individual is responsible for and capable of identifying, learning and practicing health behaviors that can promote wellness, prevent illness, restore or maintain wellness or achieve a dignified death.

Quality of Life

Quality of life involves five domains including physical, functional, psychological, social, and spiritual well-being. The individual's perception of and satisfaction with activities of daily living contributes to their worth, meaning and satisfaction.

Achievement of Potential

Achievement of potential is in the individual's growth toward attaining one's utmost ability and quality of life. It is based on the individual's choices, perceptions, personal goals, life experiences and holistic health.
Program Mission, Philosophy & Conceptual Framework, cont.

NLN Core Competencies

Nurses should advocate for clients, groups, families and communities in ways that promote the health of clients within a family and a community. (NLN, 2010)

Institute of Medicine Competencies

The five core competencies identified by the IOM for healthcare providers are; provide patient-centered care, work in interdisciplinary teams, employ evidence-based practice, apply quality improvement and utilize informatics. (IOM, 2005)
Program Outcomes

Caldwell Community College and Technical Institute Associate Degree Nursing Program outcomes include:

1. Maintains a graduation rate (number of students who complete the program within 150% of the stated program length) of 50% or greater.

2. Maintains NCLEX-RN pass rate for first time writers at or above the national pass rate.

3. Produces graduates that become employed in nursing within 6 months at a rate of 90%.

4. Produces graduates whose practice reflects the learning outcomes of the program.

5. Satisfaction with the program by the graduates is reported at a rate of 80% or greater.

6. Employer satisfaction with the graduates is reported at a rate of 80% or greater.

7. Strives for accreditation from a national nursing accrediting agency.

8. Maintains approval by the North Carolina Board of Nursing.
Educational/Learning Outcomes (*NLN Outcomes and Competencies 2010)

Upon completion of the Associate Degree Nursing Program, the graduate will upon licensure:

1. Practice professional nursing behaviors incorporating personal responsibility for continued competence and lifelong learning. (* Professional Identity, Human Flourishing)

2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team. (* Professional Identity)

3. Incorporate informatics and evidence-based practice to support clinical decision-making in delivering safe, effective care to individuals and groups. (* Nursing Judgment, Spirit of Inquiry)

4. Teach and support individuals, families, and communities in ways that promote self-determination, integrity and optimal health. (* Human Flourishing)

5. Collaborate within the nursing and interdisciplinary healthcare team to advocate for positive individual and organizational outcomes. (* Nursing Judgment, Human Flourishing)

6. Manage healthcare for individuals, families and communities using quality improvement processes, current technologies, cost-effective strategies and research. (* Spirit of Inquiry)

** Faculty reserve the right to assign remediation in any instance so that students can demonstrate progress toward, or compliance with, program outcomes.
**Curriculum Code and Title**  
**Associate Degree Nursing (A45110)**

**Career Information**

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings. Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as a member within the discipline of nursing, and as a member of the interdisciplinary team. Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse.* Employment opportunities include hospitals, long term care facilities, clinics, physician's offices, industry and community agencies.

*The student should be advised that the North Carolina Board of Nursing requires a criminal background check, which may result in the student being denied permission to test.

**Curriculum Plan**

See current college catalog for schedule of classes/curriculum plan.
The following clinical activities are included each semester and are addressed to include the following:

<table>
<thead>
<tr>
<th>Clinical Concepts/ Skills</th>
<th>First Semester</th>
<th>Second Semester</th>
<th>Summer Semester</th>
<th>Second Fall Semester</th>
<th>Second Spring (Final)</th>
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<tbody>
<tr>
<td>Care Planning/ Care Maps</td>
<td>Concrete use of care planning with introduction to care mapping and nursing process</td>
<td>Basic care mapping utilization</td>
<td>Utilization of care mapping to include more than just basic care concepts Critical thinking management</td>
<td>Utilization of complex care mapping with the addition of presentation/critical thinking in clinical setting</td>
<td>Utilization of complex care mapping Focused clinical experience/transition experience</td>
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<td>Patient Data Tool</td>
<td>Patient data tool to be used as information gathering tool</td>
<td>Patient data tool to be used as information gathering tool</td>
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<td>Weekly/Daily Evaluation Journal Entry</td>
<td>Reflection of beginning critical thinking modalities with journal entry</td>
<td>Reflection of critical thinking modalities with journal entry</td>
<td>Reflection of critical thinking modalities with journal entry</td>
<td>Reflection of complex critical thinking modalities with journal entry</td>
<td>Reflection of complex critical thinking modalities with journal entry</td>
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<td>Preparation of clinical</td>
<td>Students prepare the evening before for clinical the next day</td>
<td>Students prepare the evening before for clinical the next day</td>
<td>Patient assignments are distributed the morning of clinical day</td>
<td>Utilization of team leader, prioritization and delegation assignment</td>
<td>Utilization of team leader, prioritization and delegation assignment</td>
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<td>Clinical Concepts/ Skills</td>
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<td>Caregiver Skill Introduct</td>
<td>CNA skills</td>
<td>Starting IV’s</td>
<td>Newborn assessment</td>
<td>Community Teaching Project</td>
<td>Community Teaching Project</td>
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<td>Holistic</td>
<td>IV medications</td>
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<td>Volunteer Project</td>
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<td>physical</td>
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<td>OB/Newborn</td>
<td>Mental health patient</td>
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<td>administration</td>
<td>Simulation lab</td>
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<td>vital signs</td>
<td>Trach care</td>
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<td>Community patient</td>
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<td>Medication</td>
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<td>Central line</td>
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<td>Foley</td>
<td>Suctioning</td>
<td>Teaching</td>
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<td>Student Proficiency</td>
<td>Performs CNA</td>
<td>Performs first</td>
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<td>Estimated Nursing Program Costs 2017-2018 (In-state students)</td>
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<td>Maximum = $28.00</td>
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<td>Activity Fee for Summer = $3/class</td>
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<td>Maximum = $9.00</td>
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<td>Campus Service Fee = $2/Course; maximum = $10 per semester</td>
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<td>Diploma Fees = $25.00</td>
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<td>Malpractice = $26.00 Malpractice Insurance Fee ($13.00 paid</td>
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<td>ATI/Testing: $875.00</td>
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<td>Included with tuition each semester</td>
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<td>NCLEX Review: $350.00</td>
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<td>Background checks and drug screen: $160.00</td>
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<td>Required to initially begin clinical portion of program</td>
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<td><strong>Additional Costs for Program</strong></td>
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<td>$300.00 NCLEX-RN examination</td>
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<td>$100.00 Criminal Background check for NCLEX</td>
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<td>$75.00 NC Licensure Fee</td>
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*All costs are speculative and are subject to change according to the General Assembly of North Carolina, CCC&TI, and Associate Degree Nursing Program.*
General Program Information

Change of Address

Changes of address or telephone number shall be reported to the nursing faculty and Student Services as soon as possible so that records will be kept current.

Insurance

Students will purchase malpractice and accident insurance each fall semester while in the program. This fee will be included with registration payments.

Transportation

Each student is responsible for his/her own reliable transportation to and from all learning activities required by the college/ADN program (class, lab, and clinical). Arrangements for transportation should be made prior to entering the program. Carpools may be formed and are encouraged due to the limited parking available at some clinical agencies. However, clinical agency assignments are subject to change each semester, thereby changing potential carpool situations.

Information

It is recommended that each student to have access to a computer. All courses include Moodle supplemental instruction. CCC&TI offers each student access to the computer lab during hours posted.

Child Care

It is recommended that students with child care concerns make proper arrangements and have a back-up plan. Refer to Nursing Attendance Policy and CCC&TI Policy Handbook. Children are not to be brought to class, lab, clinical or when obtaining clinical assignment.

Employment

Employment during the school year is strongly discouraged. Students' progress in school is the prime consideration and their education should be the major focus. Therefore, class, lab and clinical schedules cannot be arranged to accommodate employment schedules, nor will students be excused from clinical, class, lab or any required make-up days due to employment schedules. Students may wish to discuss their academic standing and need for employment with their academic advisor at the earliest possible time.

Tobacco/Alcohol/Drug Use Policy

Refer to College Catalog. As a reminder, all medical facilities are tobacco free campuses.
Announcements of Inclement Weather Procedures

No announcement means we will operate on a normal schedule.

Refer to inclement weather phone numbers as listed or go to www.ccti.edu – inclement weather. Refer to e-mail, television, local radio or telephone message.

Snow Line Telephone Numbers
Caldwell campus – 828-726-2900  Watauga campus – 828-297-7077

Students may sign up for a text message or email alerts on the CCC&TI webpage. These alerts would include school delays and closings. Decisions and announcements will be made before 6:30 a.m. for day classes and 3:00 p.m. for evening classes. Decisions about canceling classes are not influenced by the public school system closing. Serving adults, the college’s decisions to delay or cancel classes will more closely resemble that of business and industry than decisions made by public schools. Therefore, if you have children, have alternate plans for those occasions when the public schools are closed and the college is on a regular schedule. Children may not be brought to class/campus.

A “two-hour delay” will actually mean that classes will begin at 10:00 a.m. and continue thereafter on a regular schedule. If we find it necessary to delay evening classes, we will use 5:00 p.m. as a reference time for delays. A “one-hour delay,” for example, will mean that all classes that would be in session at 6:00 p.m. would be and conclude at their normal time.

The decision to drive in inclement weather conditions is a personal one. The college cannot accept responsibility for that decision. Faculty will work with students who are unable to attend because of hazardous road conditions. In case of inclement weather, the clinical experience is at the discretion of the clinical instructor. The instructor will initiate the phone tree on the morning of the assigned clinical day.
General Program Clinical Information

Student Illness/Injury Policy

CCC&TI or the affiliating clinical agency will not be responsible for any illness or injury which the student may incur during the scheduled clinical experience.

Infectious Disease Policy

Responsibilities of Students with Infectious Diseases

Students are required to refrain from direct patient contact if they have any condition which is transmissible by skin or droplet spread, i.e., tuberculosis. The student is required to inform their clinical instructor as well as the lead instructor. Any condition that prevents a student from giving direct patient care may result in dismissal from the nursing program.

Differences In Agency Infectious Disease Policies

Students and faculty will be governed by the infectious disease policy of the agency or facility with which they are currently associated for their clinical experience, as well as the policies of Caldwell Community College & Technical Institute Nursing Program and North Carolina Law. Faculty members will inform students of the agency policy and the course of action to be taken by students if an incident occurs.

IFA Varicella Immunity Status (chicken pox)

To prove immunity, all students are required to have varicella (chicken pox) titer or produce proof of the immunization.

Hepatitis B Vaccination

Hepatitis B can be prevented by a vaccine. It is highly recommended that students have initiated and, if possible, completed vaccination prior to clinical contact. See Hepatitis B Vaccine Declination form. All students will adhere to practice of Universal Precautions, as well as additional appropriate precautions as dictated by the patient's condition.
Release of Information

I, ________________________________, acknowledge that student information included in the educational record is confidential. However, in order to fulfill the requirements set forth by the CCC&TI ADN Program, I recognize that clinical agencies may sometimes require some of this information in order for me to engage in clinical practice in their facility.

Student information required by the clinical agencies includes the following:

- Immunization records
- Password information to access criminal background checks and drug screens
- Personal information (such as contact information, ID number, etc.) required for obtaining access to individual clinical agency electronic documents necessary to complete patient care
- Confidentiality statements (signed at the facility)

By signing below, I grant permission for the Associate Degree Nursing Program of Caldwell Community College and Technical Institute to release the above information to the clinical agencies in which I will be assigned. This information is to be given to the educational director of the agency or a designee.

________________________________  __________________________
Student Name (Printed)      Date

_________________________________
Student Signature
General Program Health Information

Report of Physical Health Policy

Each student is required to submit, per Certified Background, a completed CCC&TI Health Sciences Program Report of Physical Examination form documenting physical and emotional health which indicates his/her ability to provide safe nursing care to the public. The date of the actual physical examination must be dated within one year prior to the date of enrollment. In addition, the student must submit evidence of tuberculin skin testing, current CPR within one year of the previous certification date and evidence of updated immunizations from their healthcare provider as described on the Physical Examination form.* Failure of the student to submit these forms as indicated, will result in the student not being allowed to attend clinical and may result in possible dismissal from the nursing program. Any falsification of medical records either by omission or commission may result in automatic dismissal from the nursing program.

Any change in the student’s physical condition/health (pregnancy, accident, etc.), requires the student to submit a health form with specific limitations addressed and signed by the physician treating the specific health change.

*The second year nursing student must also submit evidence of current tuberculin skin test, CPR certification, and flu vaccine. These must remain current through the month of graduation.

Physical and Emotional Health

All students must have a complete physical examination prior to admission, signed by a licensed physician, physician assistant, or nurse practitioner. If a student is under treatment or counseling during their time in the PN program, a written recommendation for remaining in the class should be obtained from the attending physician or counselor. Examples of conditions requiring this recommendation include, but are not limited to, pregnancy and surgery. In the event that a student develops a physical or emotional problem that does not respond to appropriate treatment or counseling within a reasonable period of time, the situation will be reviewed on an individual basis but can lead to dismissal from the program.

CCCTI Non-Discrimination Statement

Caldwell Community College and Technical Institute is dedicated to equality of opportunity for its staff and students. Caldwell Community College and Technical Institute does not discriminate against students, employees, or applicants on the grounds of race, color, religion, age, sex, national origin or disability. Caldwell Community College and Technical Institute is committed to this policy.
Caldwell Community College and Technical Institute  
Associate Degree Nursing Program  

Technical Standards  
(Functional Abilities Essential for Nursing Practice)  

Caldwell Community College and Technical Institute is dedicated to equality of opportunity for its staff and students. CCC&TI does not discriminate against students, employees or applicants on the grounds of race, color, religion, age, sex, national origin or disability. Students enrolled in any program or offering at CCC&TI who plan to request accommodations as a result of a disability should contact Disability Services as early as possible each semester.

The purpose of the CCC&TI Associate Degree Nurse Program is to educate graduates who meet program outcomes while providing safe, effective client care as outlined by the definition of nursing provided in the North Carolina Nurse Practice Act (August, 2009). Students will receive classroom and clinical instruction in multiple areas of nursing (Medical/Surgical, Maternal/Child, Pediatrics, Mental Health, etc.) and will be required to assimilate knowledge, skill acquisition, and development of nursing judgment as they demonstrate competency in each area of nursing.

To effectively provide safe and effective client care, the student must be able to demonstrate, with or without reasonable accommodation, certain abilities in order to satisfactorily complete aspects of the program curriculum and clinical agency requirements. These abilities include physical, cognitive, and behavioral attributes. The CCC&TI ADN faculty considers these personal and professional qualifications essential for entrance to, continuation in and graduation from its nursing degree programs.

The following essential functions/standards are deemed necessary by the CCC&TI ADN Program in order to provide safe and effective nursing care. The ADN Program reserves the right to amend these essential functions as deemed necessary according to changes in clinical agencies or the North Carolina Board of Nursing guidelines. If a student or applicant feels these standards cannot be met without accommodations or modifications, the college must determine on an individual basis, whether the necessary accommodations can be reasonably made. Requests for accommodations should be directed to Disability Services at:

Watauga Campus: Nancy Leonard, Director  
email: nleonard@cccti.edu  
Telephone: 828-297-3811 ext. 5239  
Office: W270, Office #102

Caldwell Campus: Tuesday Sigmon, Coordinator/Counselor  
email: tsigmon@cccti.edu  
Telephone: 828-726-2716  
Office: Building F, Office 123
## Caldwell Community College and Technical Institute
### Associate Degree Nursing Program

### Technical Standards
*(Functional Abilities Essential for Nursing Practice)*

<table>
<thead>
<tr>
<th>Functional Ability</th>
<th>Standard</th>
<th>Examples of Required Activities</th>
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</table>
| **Observational Skills** | Normal or corrected visual ability sufficient for accurate observation and performance of nursing care | ![check] See objects near and up to 20 feet away  
 ![check] Read and interpret the electronic medical record and/or associated paper medical records  
 ![check] Visual acuity to accurately read calibrations on 1 mL syringes, equipment, and fluid collection devices  
 ![check] Assess and discriminate changes in skin color (cyanosis, pallor, etc.) |
| **Visual** | ![check] Auditory ability sufficient for physical monitoring and assessment of client health care needs | ![check] Hear normal speaking level sounds  
 ![check] Hear auscultated sounds  
 ![check] Hear auditory alarms (monitors, fire alarms, call bells, etc.)  
 ![check] Hear cries for help |
| **Hearing** | Olfactory ability sufficient to detect significant environmental and client odors | ![check] Detect odors from client (foul smelling drainage, alcohol breath, etc.)  
 ![check] Detect smoke  
 ![check] Detect gases and noxious smells (spoiled food) |
| **Smell** | Tactile ability sufficient for physical monitoring and assessment of health care needs | ![check] Feel vibrations (pulses)  
 ![check] Feel/discriminate differences in surface characteristics (skin turgor, rashes, etc.)  
 ![check] Feel/discriminate differences in sizes, shapes (identify anatomical landmarks)  
 Detect changes in skin temperature  
 Detect unsafe temperature levels in heat-producing devices in client care (water, heating pads, etc.)  
 Detect anatomical abnormalities such as subcutaneous crepitus, edema, etc.)  
 Palpate veins for cannulation |
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<tr>
<th>Functional Ability</th>
<th>Standard</th>
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</table>
| Communication      | Communication skills sufficient to communicate in oral and written English with accuracy, clarity, and efficiency with clients, families, other members of the health care team, peers, and instructors. Skills include non-verbal communication such as interpreting facial expressions, affect, and body language. | ☐ Effectively engage in two-way communication, both verbally and in writing in order to give/follow verbal directions, participate in health care team discussions related to client care, and convey information to clients, families, and other members of the health care team for teaching and counseling purposes.  
☐ Convey client information in an accurate, effective, and timely manner.  
☐ Elicit and record information related to health history, current health status, and responses to treatment from clients or family members.  
☐ Recognize and record critical client information to appropriate caregivers.  
☐ Discern and interpret nonverbal communication. |
| Motor Function      | GROSS MOTOR SKILLS                                                       | ☐ Move within confined spaces such as treatment rooms or operating suite without contaminating or disrupting client care areas.  
☐ Assist with safe turning and lifting of clients.  
☐ Administer CPR and maintain current certification. |
| Gross Motor Skills  | Gross motor skills sufficient to provide the full range of safe and effective client care activities. |                                                                                                    |
| Fine Motor Skills   | Fine motor skills sufficient to perform manual psychomotor skills        | ☐ Pick up, safely grasp, and manipulate small objects with fingers such as syringes, vials, medications, etc.  
☐ Perform skills with small diameter catheters such as tracheostomy suctioning, urinary catheter and enteral tube insertion. |
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<th>Functional Ability</th>
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<th>Examples of Required Activities</th>
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<tr>
<td>Physical Abilities</td>
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| Physical Endurance | Physical stamina sufficient to remain continuously on task for up to a 12-hour clinical shift while standing, sitting, moving, lifting, and bending to safely perform client care activities |  - Walk/stand for extended periods of time  
  - Safely turn, position, and transfer clients  
  - Manually resuscitate clients in emergency situations |
| Physical Strength  | Physical strength sufficient to perform full range of required client care activities |  - Push and pull objects > 100 pounds  
  - Frequently lift/move objects weighing a minimum of 35-50 pounds  
  - Manually resuscitate clients in emergency situations |
| Mobility           | Physical mobility sufficient to:  
  a. move from room to room and maneuver in small spaces;  
  b. safely engage in full range of motion to bend/ twist, stoop/ squat, reach above shoulders and below waist;  
  c. move quickly in emergency situations;  
  d. have manual and finger dexterity along with appropriate hand-eye coordination to perform nursing activities |  - Move around in work area and treatment areas  
  - Position oneself in the environment to render care without obstructing the position of other team members or equipment  
  - Safely control the fall of a client by slowly lowering the client  
  - Safely transfer, position, and ambulate clients using appropriate assistive devices |
| Behavioral and Social |          |                                |
| Flexibility        | Adapt to Nursing Department course scheduling policies |  - Available to work the hours of an assigned schedule which could include any shift and day of the week  
  - Adapt to changes/requests for change to schedule based on clinical agency needs |
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<th>Functional Ability</th>
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| Behavioral/Social, cont. | Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for own actions | □ Safely and effectively performs nursing care and adapts appropriately during multiple interruptions and rapidly changing environments  
□ Safely and effectively handles multiple tasks concurrently  
□ Demonstrates prompt and safe completion of all client care responsibilities  
□ Demonstrates emotional skills to remain calm and maintain professional decorum in emergency/stressful situations  
□ Poses no threat to self or others  
□ Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client and environment  
□ Anticipate and intervene in situations which may compromise safety  
□ Perform assigned responsibilities without negative influences of chemicals, both prescription and non-prescription |
| Emotional/Behavioral | Professional and Interpersonal skills sufficient to:  
a. present professional appearance and demeanor;  
b. demonstrate ability to communicate with clients/families, supervisors/instructors, and co-workers/peers to achieve a positive and safe work environment;  
c. follow instructions and safety protocols;  
d. display honesty and integrity beyond reproach | □ Establish rapport with clients, instructors, and colleagues  
□ Respect and care for persons whose appearance, condition, beliefs, and values may be in conflict with personal beliefs/values  
□ Conveys caring, respectful, sensitive, tactful, compassionate, empathetic, and tolerant attitude toward others  
□ Delivers care regardless of client race, ethnicity, age, gender, religion, sexual orientation, or diagnosis  
□ Conduct self in composed, respectful manner in all situations and with all persons  
□ Work effectively with teams and work groups, both in groups and independently  
□ Establish and maintain therapeutic boundaries |
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| Behavioral/Social, cont. |              | □ Exhibit ethical behaviors and exercise correct judgment  
□ Seek supervision and consultation in a timely manner  
□ Report promptly to clinical and remain on the unit for the entire allotted time  
□ Perform nursing care in an appropriate time frame |
| Intellectual, Conceptual, and Quantitative Abilities |              | |
| Cognitive/Quantitative Abilities | Reading comprehension skills and mathematical ability sufficient to read, write, and comprehend documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis | □ Calculate appropriate medication dosage given specific client parameters  
□ Collect, analyze and synthesize data necessary to develop an appropriate client plan of care and make informed clinical judgments  
□ Collect data, prioritize needs and anticipate reactions  
□ Transfer knowledge from one situation to another  
□ Accurately process information on medication containers, providers orders, equipment calibrations, policy and procedure manuals, and medical records |
| Conceptual/Spatial Abilities | Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships | □ Comprehend spatial relationships in order to properly administer injections, start intravenous lines, and assess wound of varying depths |
| Clinical Reasoning | Ability to reason across time about a client’s changing condition | □ Evaluate client or instrument responses, synthesize data, and draw sound conclusions based on evidence/data |
Caldwell Community College and Technical Institute
Associate Degree Nursing Program

Technical Standards Student Statement

I have reviewed the Technical Standards for the Associate Degree Nursing Program and I certify to the best of my knowledge that I have the ability to perform these functions. I understand that a further evaluation of my ability may be required and conducted by the nursing faculty if deemed necessary to evaluate my ability prior to admission to the program and for retentions and progression through the program. I will provide a description of any special accommodations that I have requested.

__________________________________________   _______________________
Signature                                          Date

__________________________________________
Printed Name
At the end of each nursing course, students will be asked to evaluate the course and its faculty. A form is also available to evaluate the clinical facility used during the course. Student input is valued; therefore, it is important for students to respond on these anonymous evaluations in a truthful, mature manner. Evaluations are available to the Dean/Vice President, Program Director, and individual faculty members after course grades are posted. Nursing faculty and the Program Director read and assimilate suggestions offered on evaluation forms and attempt to incorporate students’ recommendations in their teaching whenever possible.
POLICIES RELATING TO PROFESSIONAL CONDUCT
Professional Guidelines for the Learning Environment

As a profession, nurses and nurse educators are expected to abide by the code of ethics for nurses set forth by the American Nurses’ Association [ANA] (2016), both with clients and with peers (Luparell, 2005). Therefore, in the classroom, lab and clinical setting, students are expected to adhere to the policies of CCC&TI and the respective facilities in which they will be observing or practicing. It is expected that all students will conduct themselves with dignity and respect in every setting.

Cell Phone Usage

No cellular phone usage is allowed in the classroom unless directed by the instructor. No cell phone usage is allowed in the clinical setting. Efforts will be made to provide clinical agency contact information on clinical schedules. In the event of a family/child emergency, family members, schools, etc. may reach you by calling the clinical agency and asking to speak with the clinical instructor.

If cell phones are brought into the classroom, they must be turned off. If used in a client care area during clinical, the student will be given an unsatisfactory performance for the day and can be asked to leave the clinical setting.

Dress Code

Classroom
Students are expected to dress neatly and be appropriately covered while in the classroom or lab setting (no strapless/spaghetti strap tops, low-cut blouses, shorts above mid-thigh level, etc.). Except for medical conditions, hats/head coverings should not be worn in the classroom or lab environment.

Clinical
Students are expected to wear the approved CCC&TI student uniform when in clinical areas and simulation labs unless otherwise directed by faculty. The uniform should be clean and pressed, with white nylons or socks, and white shoes. If it becomes necessary for clinical attire to deviate from the approved student uniform, any additional dress code guidelines will be dealt with on an individual basis at that time. Proper uniform attire is required in the clinical setting. This includes: CCC&TI picture ID, watch with second hand, stethoscope, clean uniform and shoes, black ink pin, no jewelry other than wedding band, hair off collar, and no nail polish. Students may wear the approved white undershirt beneath the uniform top.

Other ADN-Associated Activities
Students are expected to dress neatly and appropriately for any CCC&TI- affiliated activity (orientations, workshops, clinical agency events, etc.). Inappropriate attire includes: strapless/spaghetti strap tops or dresses, low-cut blouses, shorts above mid-thigh level, denim, extreme form-fitting clothing (leggings), open toed shoes or sandals, and capri-type pants or any other clothing that allows body art to be visible.
Jewelry

Engagement and wedding rings, picture ID, wristwatch, and earrings are the only jewelry that may be worn in the clinical/lab setting. Earrings must be small and conservative in style (one earring per ear, not to exceed the size of the earlobe and no hoops). Earrings on visible body parts such as tongue, nose, eyebrows, etc. are not acceptable in clinical, observational, or lab settings. Any gauges used in earlobes should either be clear or removed completely while in the clinical setting (including when obtaining patient assignments).

Body Art

Visible body art (tattoos) is not acceptable in the clinical/lab setting. Any tattoo must be covered (i.e. band-aid, white long-sleeved shirt, etc.).

General Hygiene/Appearance

Personal cleanliness and appearance are essential to the image and role of a nurse. The student must report for duty on time and in correct attire. In keeping with the professionalism necessary to nursing, it is expected that all students will maintain appropriate standards of appearance, especially in the clinical setting, such as:

1. daily hygiene to include bathing, use of deodorant, clean hair, etc;
2. hair should be of a neat and simple style and color that matches the normal homosapien and arranged so that it does not fall forward to touch the student’s face or touch the collar while on clinical assignment. Beards, moustaches, and sideburns must be kept clean and neatly trimmed, otherwise, males should be clean shaven;
3. perfume and scented body lotions/oils are not allowed in the clinical setting and should be used sparingly, if at all, in the classroom setting;
4. fingernails must be clean and shall not extend over the ends of the fingertips. No artificial nails, acrylic nails, overlays, or nail tips are allowed in clinical settings due to infection control guidelines. Polish shall not be worn in the clinical area;
5. minimal make-up in the clinical/lab setting should be used with discretion; application of any cosmetics must be applied in restroom areas.
6. discretion should be used with classroom attire (see Dress Code Policy above).
7. when wearing the CCC&TI ADN clinical uniform, the following guidelines should be maintained:
   ▪ the uniform will be clean, neat, properly fitting and designated by the school;
   ▪ a CCC&TI ADN student photo ID will be worn on the left side of the uniform. No badge/photo ID other than the CCC&TI ADN shall be worn unless required by the clinical facility.
   ▪ clean white shoes, and laces, white socks or stockings;
   ▪ students may wear only a plain white short or long sleeved clean t-shirt under their uniform. Casual professional clothes may be indicated in some clinical areas.
Professional Behaviors

As a profession, nurses and nurse educators are expected to abide by the code of ethics for nurses set forth by the American Nurses’ Association [ANA] (2016), both with clients and with peers (Luparell, 2005). Therefore, in the classroom, lab, and clinical setting, students are expected to adhere to the policies of Caldwell Community College and Technical Institute and the respective facilities in which they will be observing or practicing. It is expected that all students will conduct themselves with dignity and respect in every setting.

A display of ill temper on the part of the nursing student is inexcusable, even under trying conditions or situations. The student must remain in control of his/her emotions. The quality and tone of the voice should be quiet, pleasant and assuring. Use of profane, obscene or inappropriate language or behavior will not be permitted at any time.

A student who does not adhere to the behavior code will be asked to leave the clinical area and receive an "unsatisfactory" for the clinical day and shall be reviewed for dismissal. A student whose behavior is out of professional boundaries in the classroom/lab will be asked to leave and shall be reviewed for dismissal. Repeated offenses at any time during the progression in this program will be cause to question whether the student is able to accept personal and professional responsibility and shall result in review for dismissal.

Students must also abide by those policies which govern conduct included in the CCC&TI Student Handbook. (Student Code of Conduct) and NCBON - Nursing Practice Act, State of North Carolina.
Incivility

Uncivil behaviors in the educational setting (classroom/lab/clinical) are defined as any action that interferes with the teaching-learning process or unduly increases the stress levels of students or faculty (Clark & Carnosso, 2008) and can include a variety of behaviors ranging from rude comments and actions to violent behavior (Clark & Springer, 2007). Unprofessional behaviors in the classroom can carry over into the clinical setting, eventually affecting professional relationships and client care (Billings, Kowalski, Cleary & Horsfall, 2010; Clark, 2008; Luparell, 2007b; Marchiondo, Marchiondo & Lasiter, 2010; Suplee, Lachman, Siebert & Anselmi, 2008). Examples of behaviors include but are not limited to:

- having conversations unrelated to class while others are trying to learn
- disruptions such as arriving to class late, monopolizing class discussions, interrupting while others are speaking, accessing cell phones or computers inappropriately during class time, etc.
- being disrespectful, sarcastic, or argumentative with faculty or peers (in the classroom, clinical or online environment)
- submitting paperwork late
- missing a scheduled exam
- dishonesty
- cheating, by either giving or receiving help on assignments
- stealing
- plagiarism
- providing false information
- slander/libel
- illegal activities
- alcohol/substance abuse
- misuse of information
- disclosure of information from clinical practice or confidential privileged information of patients and families (must follow HIPAA guidelines and social media policy)
- failure to follow directions
- insubordination

I have read and understand the preceding information. By signing this form I agree to act in a professional and courteous manner and recognize that engaging in acts of incivility may lead to written notice.

Date: ___________________ Printed Name: ________________________________

Date: ___________________ Signature: ________________________________
Social Media Policy:

The Associate Degree Nursing Program recognizes the use of social media in personal/non-school or non-work contexts. As a nursing student you will encounter confidential information within the college or within the clinical environment. Consistent with the clinical facility confidentiality statements that you signed at the beginning of the nursing program, it is your responsibility to refrain from the following:

- Using any patient identifier (name, initials, room number, age, diagnoses, photos and any personal health information) in any way that may possibly identify a patient.
- Disclosing confidential information about the college, its employees or its students.
- Stating personal opinions as being endorsed by the college.
- Using information and conducting activities that may violate CCC&TI academic policies, violate local, state or federal laws and regulations.
- Posting of embarrassing, threatening or harassing statements on either a personal page or site, Facebook, blogs, Yearbook, Twitter, Moodle, any other electronic sites or learning management systems. When wearing CCCTI uniform or identification, display professional behavior at all times.

Any of the above behaviors will be grounds for disciplinary action and possible dismissal from the nursing program. The CCC&TI Nursing Program does not tolerate content from students that is defamatory, libelous or inhospitable to an academic/clinical environment. Violation of any part of this policy may result in a course failure and dismissal from the nursing program.

The ANA's Principles for Social Networking are introduced in Nursing 111 lab and class and reviewed each following semester.

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient - nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm's a patient's privacy, rights or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

www.nursingworld.org

Adapted from: McDowell Technical Community College Social Media Policy and Mayland Community College Health Science Department Social Media Policy

Adopted 5/1/2012
Professional Interaction

1. The nursing student is expected to conduct himself/herself in a professional manner at all times. When addressing classmates, instructors, co-workers, patients and family members in the clinical, lab and classroom areas appropriate title and surname (ex: Mr., Mrs., Ms., Dr., etc.) are to be used unless hospital policy indicates otherwise. Appropriate address should also be professional with any electronic communication such as email, texts, etc.

2. Instructor’s office times are posted each semester. Two hours of “open” office time are scheduled for each day that curriculum classes are scheduled. Students are encouraged to schedule appointments with instructors for any issues that may arise during the course of this program (discussion of grades, absences, etc.).

3. Breaks are provided during scheduled class and lab times. This time is also for instructors, so students are encouraged to refrain from engaging instructor(s) in conversation during this scheduled time. Time will be provided for questions during the learning session.

4. In some cases, instructors may share their personal cell phone numbers with students so that communication is timely in the event of a delayed or cancelled clinical event. However, students are not to contact instructors via cell phone for any issue other than a clinical absence/attendance issue on the day of the scheduled clinical event. Examples of inappropriate communication with instructors through cell phones or other electronic devices include but may not be limited to the following situations:
   - contacting an instructor via cell phone/text for questions regarding class or lab;
   - contacting an instructor about an issue when that instructor is no longer the assigned instructor (for example, if a student in assigned to an instructor for clinical in one semester, it would be inappropriate for the student to contact that instructor after that clinical is completed and the student is now assigned to another clinical group/instructor);
   - contacting an instructor outside normal business/operating hours (for example, between the hours of 1700 and 0600)

5. Romantic relationships between students are discouraged. Should this occur, it is expected that professional conduct is maintained in all classroom and clinical settings.

6. Students are not to consume alcohol or other substances that could be considered to alter or impair thought processes or behaviors during any school-related activity (class, lab, clinical, field trip, recruitment/service project, etc.)


**Attendance**

Academic departments establish their own class attendance policy. The attendance policy is explained by the instructor at the first class meeting. Enrollment into the CCC&TI ADN program assumes maturity, seriousness of purpose, and self-discipline for meeting the responsibilities associated with completion of the course requirements. Due to the demands of the nursing curriculum and the need to demonstrate professional accountability, it is expected that students will be punctual and attend **all** class, lab, and clinical learning opportunities as scheduled. A student may be dropped from a course by the course instructor for excessive absences. Under no circumstances will an absence excuse the student from completing all course assignments.

To progress in the CCC&TI ADN program, a student cannot accrue more than two absences (class, lab or clinical) in any nursing course. A student obtaining a third absence may be dismissed from the program. In addition, a student can have no more than one clinical absence per semester (including mini-mester or simultaneous courses) and remain in the program. When missing any portion of a scheduled learning opportunity, the student must alert the assigned faculty member at least 30 minutes before the beginning of the scheduled event. The student will also be responsible for work missed and expected to be prepared for the next learning opportunity. Occurrences constituting an absence include:

- Missing an entire scheduled class, lab or clinical learning opportunity
- Accruing two tardies. A tardy in the nursing program is defined as arriving after a scheduled learning opportunity has begun or leaving before a scheduled learning opportunity is completed. Two tardies will constitute one absence.
- Missing one hour of a scheduled learning opportunity will be considered an absence.

Documentation for any absence is recommended in the event an absence would need to be considered as an extenuating circumstance such as court/legal issues or medical emergencies. The Program Director and faculty are responsible for decisions pertaining to student dismissal from the nursing program.

Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as “never attended.” Pursuant to G.S. 115D-5(u)(2010); S.L. 2010-112, s.2, students may request two excused absences per academic year for religious observances. Students requesting excused absences for religious observances as required by their faith must complete the **Absence for Religious Observance** form available in Student Services. Students requesting excused absences under this policy must submit the completed form to instructors within a maximum of ten business days after the first class. Instructors must indicate what coursework students will miss and the due date for the missed assignments. Absences for religious observances required by the student’s faith are included in the attendance policy for the course. Students should complete one form for each course meeting missed due to religious observances required by their faith. One completed copy of the form is given to the student, one copy is attached to the final attendance roll at the end of the semester and one copy is retained by the instructor for his/her records.
Classroom Guidelines

The following are required policies in the classroom area. Failure to follow these policies may result in dismissal from the nursing program.

A. The student will demonstrate accountability for professional responsibilities and values by performing according to these role expectations:
   1. Only emergency phone calls to faculty administrative assistant's area.
   2. Cell phones and pagers must be turned off prior to entering class unless approved by course instructor.
   3. Students may not enter faculty offices unless faculty is present.
   4. A student requiring special accommodations must have proper documentation submitted through Disability Services and give a copy to each instructor.
   5. Assume responsibility for acquiring knowledge necessary to participate in class and lab.
   6. Report to the class and lab at the assigned time. When class begins, the door may be shut and locked, allowing the student to enter only at the next break period.
   7. Use judgment regarding his/her own illness, i.e., does not unnecessarily expose others to Illness.
   8. Perform within the published policies of Caldwell Community College and Technical Institute and the nursing program.
   9. Seek supervision appropriately from instructor.
   10. Accept responsibility for own actions.
   11. Communicate accurately and truthfully regarding assignments (verbal and written).
   12. Demonstrate respect in interaction with staff, instructors, and fellow students.
   13. Refrain from getting up during class unless it is an emergency. Breaks are provided during scheduled class times.
   14. Refrain from reading anything during class except what is assigned by nursing instructor. This includes assignments from other non-nursing courses.
   15. Refrain from using laptops for anything except taking class notes or assigned class work.
   16. Respect the learning environment by keeping area clean, protecting equipment, etc.
   17. Due to the nature of content and equipment used for learning experiences, no children are allowed in the learning area (classroom, lab) unless part of a scheduled learning opportunity.

B. The student will demonstrate the following behavior regarding assignments:
   1. Follow directions regarding assignments given by the classroom and lab instructor.
   2. Submit written assignments at the designated time.
   3. Write clearly and concisely utilizing scientific terminology, correct spelling and grammar and references where appropriate.
Classroom Guidelines, cont.

C. The student will demonstrate the following behavior related to enhancing learning opportunities.
   1. Apply knowledge and principles taught in previous class, theory, lab and/or clinical courses.
   2. Take advantage of available learning experiences (tutoring, practice questions, on-line tutoring
      and tests).
   3. Employ effective behavior, as determined by the instructor, in coping with stress and anxiety.
   4. Manage own feelings of anxiety in the classroom and lab setting without communicating the
      anxiety to others.
   5. Actively participate in class and lab.
   6. Accept suggestions for improvement.
   7. Demonstrate behavior change within a designated period of time as determined by instructor
   8. Utilize time appropriately.
   9. Dismissal of class is by instructor only.
Lab Guidelines

The laboratory component of the nursing program is an essential part of the overall curriculum. This component allows instructors to gauge student ability for the clinical setting. Therefore, it is expected that all students will complete assigned readings, assignments, and practice options prior to their scheduled lab time. Certain labs may have additional guidelines and will be included in course syllabi or lab manuals. The following guidelines should be observed during all scheduled laboratory times:

- **Availability of lab**: Students are not allowed in the lab area unless an instructor is on site.
- **Food and drink**: No food or drink is allowed in the simulated patient area of the lab.
- **Lab equipment**: No equipment shall be removed from the lab without prior approval from nurse faculty.
- **Lab appearance**: As a courtesy to all who use the nursing lab, each student is responsible for maintaining an orderly appearance of the lab at all times. Equipment should be returned to its proper storage place, the manikins and beds should be left neat and in a proper position, and trash should be removed from over-bed tables and desks at the completion of scheduled lab time.
- **Attendance**: Due to the importance of the lab component and the limited availability of the lab, it is expected that students will attend their lab times as assigned.
- **Process for skill check-offs**: While students are expected to come prepared to their scheduled lab check-off, faculty recognize that there may be times when individual performance may not be satisfactory. Therefore, students will have one additional opportunity beyond their initial check-off time to complete skills in a satisfactory manner. This opportunity will take place during a make-up day which will be scheduled at the faculty’s discretion. Any student failing to satisfactorily complete a skill on the second attempt will not progress in the program. Additionally, due to the seriousness of being able to perform patient care skills, any student failing to satisfactorily complete more than three skills on the first attempt will not progress in the program.
CCCTI Associate Degree Nursing Program
Overall Simulation Laboratory Purpose

Purpose of the nursing simulation lab is to assess nursing students’:
- Patient-centered assessment skills
- Disease focused assessment skills
- Communication skills
- Organization and ability to prioritize actions
- Adaptation to the nursing role
- Application of knowledge appropriate to course level
- Performance of nursing skills appropriate to course level
- Application of the nursing process
- Delivery of nursing care taking into consideration the patient's culture, values, spiritual and personal preferences
- Ability to make ethical decisions
- Complexity regarding provision of nursing care

The purpose of nursing simulation lab faculty is to provide guidance throughout the learning process and to encourage constructive and accurate self-evaluation regarding nursing care. Simulation is a high energy, stress filled and emotionally charged environment designed to accurately reflect the stressors of the profession. Students are required to come prepared with the expectation that they may be called upon to make "life and death" decisions. Nursing Faculty are available to run the scenarios and participate as medical staff or family, but the ultimate responsibility for the end result is the team of students.

Overall Specific Performance Objectives

Students will be evaluated by their peers and faculty:
- Regarding their ability to safely administer medications.
- Regarding the completeness and accuracy of assessments.
- Performance of all tasks in an organized manner.
- Communicating clearly and accurately with:
  a. Patient and family
  b. Other nurses
  c. Other members of the healthcare team.
- Using multiple communication methods (i.e. verbal, telephone, and written).
- Adoption of professional attitudes and manners.
- Ability to manage increasingly complex cases.
- Provision of culturally sensitive, ethically appropriate nursing care.
- Dealing appropriately with errors.
- Ability to communicate with other healthcare providers using the SBAR format.
- Ability to accurately document on electronic health record.
CCCTI ADN Simulation Lab Guidelines

Overall Purpose:

1. To provide a safe, clean and well-maintained Simulation environment to promote the best learning opportunities for all Simulation Lab students.

2. To protect and maintain costly lab equipment for optimal use by faculty and students.

Guidelines

1. No students are to be in the Simulation Lab without nursing faculty present.

2. Absolutely NO food or drink allowed in the Simulation Lab.

3. Professional dress is mandatory (i.e., nursing uniform with closed-toe nurse shoes and optional white lab coat). No accessory jewelry or artificial fingernails. Hair needs to be styled as to prevent contamination during patient care (long hair pulled off the shoulders).

4. No cell phones are allowed in simulation.

5. No ink of any kind is allowed near the manikins due to the potential permanent discoloration of the manikins. Gloves should be worn when touching Sim Man.

6. All damage/malfunction of manikins or other Simulation Lab equipment must be reported to nursing faculty immediately.

7. All users of the Simulation Lab must display professional, courteous conduct and communication as described per current ADN Student Handbook.

8. Simulation Lab equipment, computer or supplies will not be removed from the Simulation Lab.

9. The Confidentiality Form must be signed prior to simulation experience.

10. Students are also expected to turn in weekly evaluation tool as part of their simulation experience. The same expectations of clinical are expected in simulation. Simulation is graded as satisfactory or unsatisfactory on the weekly evaluation tool. The weekly evaluation tool for simulation must be turned in within 1 week of the simulation date or as assigned.

11. All students must be prepared for simulation by doing assigned pre-preparation material before simulation. If this material is not done then the student will receive an unsatisfactory for lab.

12. Students must comply with all of the above policies in order to have the learning experience of using the Simulation Lab.
CONFIDENTIALITY AGREEMENT
FOR CCCTI SIMULATION ADN LAB

As a patron of the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

- All patient information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of CCCTI Nursing simulation policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of policy and may be a violation of HIPAA. (This includes discussion to other students who have not experienced the lab skill or simulation.)
- This experience is to be treated as a professional experience and conduct should be no different than in the hospital environment; this includes faculty and other students as well. Non adherence to the conduct code will not be tolerated. The simulation mannequins are to be used with respect and be treated as if they were live patients.
- No Betadine, no ink pens, or any documents with any kind of ink including newspapers. (near the mannequins),
- No liquids in the simulation lab other than already preplanned to be used in the simulations.

Signature: _______________________________________________________

Printed Name: ____________________________________________________

Date: ________________________________
CCC&TI ADN Simulation Lab
Consent for Photo & Video Recording

All simulation activities will be recorded for debriefing purposes. Debriefing videos are used for educational purposes and will be viewed by instructors and students. Photographs or videos may be taken of any activity in the CCC&TI ADN Simulation Lab. These photographs may be used for the website, promotional purposes, or learning activities for present or future students.
I understand that I may be videotaped every time I am participating in a simulation activity. I understand that I may be photographed at any time I am in the CCC&TI ADN Simulation Lab. I understand that these photographs or video may be used for promotional purposes. I understand I will not be compensated in any way for the use of my image.

Name: (printed)__________________________ Date:___________________________

Signature__________________________
Clinical Guidelines for Exposure to Blood or Bodily Fluids
For Health Science Students

Health Science students are at risk for exposure to blood and body fluids that may be contaminated with the Hepatitis B virus, the Hepatitis C virus, the human immunodeficiency virus (HIV) and other potentially harmful or contagious pathogens while in the clinical setting. Information about bloodborne pathogens and how to protect oneself and others from exposure is taught before the student's first clinical experience. It is imperative that students always follow standard precautions when working with patients in any type of clinical setting.

In the event of exposure to blood or body fluids, it is the responsibility of the students to arrange and pay for initial and post-exposure medical follow-up and care.

Following exposure to blood or bodily fluids, the student should take the following steps immediately:

1. Clean area thoroughly depending on area exposed.
   a. Skin exposure with blood-wash area with antimicrobial soap and water for at least 15 seconds
   b. Contaminated needle stick or contaminated puncture or cut with sharp object - wash area with antimicrobial soap and water for at least 15 seconds
   c. Eye exposure - rinse/flush eye with 1000mL of water, sterile saline or eye irrigating solution for at least 15 minutes
   d. Mucus membranes (mouth or nose) - rinse/flush area with water

2. Report exposure to clinical instructor or preceptor immediately after taking the above preventative measures. If clinical instructor/preceptor is not a CCC&TI faculty member, then report the exposure to the clinical coordinator of the student's health sciences program. The Nursing clinical faculty or health sciences program clinical coordinator will assist the student in completing a CCC&TI accident report.

3. Determine the nature of the exposure and determine if there was exposure to body fluids.

4. Follow the agency policy for occupational exposure, testing or post-exposure medications as indicated. If the clinical agency does not provide baseline testing and/or prophylaxis the student will need to call his/her primary care provider immediately.

5. Further testing, medical follow-up, and post-exposure medications will be with the student's primary health care provider or local health department at the student's expense.

All students in Health Science programs at CCC&TI are required to purchase accident insurance through the college. Health Science students are encouraged to purchase and maintain personal health/hospitalization insurance. If a student does not have health insurance coverage affordable student health insurance is available for community college students through www.n4chealth.com. Students should be aware that some of the clinical affiliate sites now require that students assigned to their institution maintain personal health/hospitalization insurance.
Client Confidentiality Policy

Maintaining confidentiality is an important aspect of professional behavior. It is essential that the nurse safeguard the client's right to privacy by carefully protecting information of a sensitive, private nature. As a professional, students must maintain the confidence and trust of all individuals they are assigned to care for as well as their colleagues in the profession. This includes clients, patrons, hospital/college personnel, fellow students, behaviors, written or spoken word, social networking or any other form of communication.

Confidential client data is to be protected by use of client initials only on all written materials including pocket notes, nursing care maps, daily work sheets, etc. The full name of the client is not to be included with data which leave hospital units. The client's birth date is not to be used on any document. Data sheets and records containing full names should remain in the unit areas during use and should be destroyed at the end of the clinical day (example: leadership experiences involving large groups of students).

Students will exercise caution in the use of other identifying data also (examples: room numbers, addresses, dates, etc.) Confidentiality also includes not discussing client information. For example, it is a violation of confidentiality to discuss the client's case in the elevator or other public areas. All nursing students must be complaint with HIPAA (Health Insurance Portability and Accountability Act, 1996) guidelines mandated by the clinical facilities and a signed confidentiality statement must be on file in the Director's office prior to the student delivering care to a client in a health care facility. Any breach of client confidentiality will result in immediate dismissal from the nursing program and the student will be responsible for any legal action that may ensue as a result of their behavior.

Statement Regarding Criminal Background Check

To ensure the public health and safety of all patients many of our clinical affiliation sites require personal criminal background checks and/or drug screening in order for the student to participate in clinical education at that site. Some facilities require multiple and frequent background checks in order for students to participate in clinical rotations. The student will be responsible for the cost of all background checks. Re-entry and transfer students will be required to submit a current background and drug screen check prior to entering the nursing program.

Most disciplines of Health Sciences require registration, certification or licensure to practice in the healthcare field. Most examining boards require proof of good moral character to apply to take the registration, certification or licensure examination.
Clinical Behavior Guidelines

1. Cell phones are not permitted in clinical. Telephone calls will not be made or received except in case of an emergency during clinical. Please inform your family and/or baby-sitter to contact your clinical instructor at the appropriate agency. The student will then be contacted to make the return call. Other calls may be made at breaks and lunch when necessary, utilizing the available facility phone for emergency use only.

2. Visiting during the clinical hours or while in uniform of CCC&TI is not permitted.

3. Students are to remain on the unit to which they are assigned. The clinical instructor is to be notified prior to the student leaving the clinical area at any time according to NCBON this is patient abandonment.

4. The clinical instructor may ask the student to leave the clinical area under the following circumstances:
   a. student is unprepared to meet clinical assignment as evidenced by absence of required clinical preparation documentation.
   b. student has failed to follow the dress code.
   c. student has failed to inform the instructor of his/her late arrival.
   d. student demonstrates behavior which conflicts with safety essential to patient care.
   e. student becomes verbally or physically abusive to patient, family, staff, faculty and/or peers.

   • In any of the above instances, an absence will be recorded for the student's clinical day.

5. The use of tobacco is not allowed during hours of clinical, lab or simulation. Students who smell of cigarette smoke or smoke during hours of clinical will be sent home, given a "U" for daily evaluation and an absence for that clinical day. All local medical facilities are tobacco free campuses.

6. No chewing gum or eating while in patient care areas.

7. It is imperative that nursing students maintain the highest level of confidentiality in relation to all patients. The patient's right to privacy must be maintained. HIPPA guidelines may result in dismissed from program and will be reviewed on a case by case basis.

8. When the student is at the clinical facility to research clinical assignments, student uniform, scrubs or casual professional clothes, closed toed shoes, lab coat and picture ID name badge must be worn. No shorts, jeans, or inappropriate footwear, such as flip-flops, may be worn. When obtaining clinical information or wearing nursing school uniforms or identification, the student is expected to demonstrate professional behaviors: no pictures or social media communication from bars or participating in unprofessional behaviors.
Clinical Guidelines, cont.

9. Every student is expected to report to the clinical area prepared to give nursing care to the assigned patient. In order to participate in patient care, all assigned clinical preparation is to be completed prior to the clinical day.

10. Students should be aware that contracts with clinical agencies state that the agency may deny a student access to a facility for failure to follow agency policy. Students shall not progress in the program if any clinical facility refuses to allow the student in the clinical area. Students may address the clinical agency for appeal of any decision.

11. Professional appearance and behavior is important. The instructor may advise students on presenting themselves in a professional manner. Instructors may ask the student to leave the clinical site for failure to comply with required clinical guidelines regarding appearance or behavior in the clinical setting. This will result in an unsatisfactory for the entire clinical day.

12. All written paperwork must be legibly written in black non-erasable ink or typed. Paperwork and online assignments must be submitted on the due date/time and to the assigned clinical instructor or course coordinator.

13. During the final semester, students have 120 hours of clinical with a faculty member and a minimum of 120 hours of focused clinical experience with a preceptor. Spring semester months are January through May. Class and clinical must be completed successfully prior to progressing to preceptorship. Students must be available for the remainder of the semester to complete their preceptor hours. This means that students should not plan vacations, conferences, out of town trips, etc. during the semester. If the student fails to follow these guidelines and is unable to complete the assigned hours of preceptorship by the week before pinning, they will not graduate.

14. Students are not to attend clinical after working a night shift prior to the assigned clinical rotation day. This will be counted as an absence and unsatisfactory graded day.

15. Students shall not leave the clinical facility unless approved by the instructor.

16. All students will eat lunch as designated by the instructor at the clinical facility.

17. Breaks will be given as time allows.

18. All students are expected to participate in pre and post conference.

19. No food or drink is allowed in a patient care area.
Clinical Guidelines, cont.

20. Smoking is not allowed in clinical facilities or on the premises of facility premises. If a student is in an observation experience and leaves the campus for lunch, measures must be taken to eliminate the smoke odor as this compromises the respiratory status of many patients.

21. Students are expected to adhere to the policies of the clinical facility.

22. Students are responsible for maintaining current BLS certification, immunizations, and any criminal background or drug screen information required by the ADN program or clinical agencies.
ADN Student Clinical Make-Up Policy

There are no approved/free nor absence days in clinical or lab. An absence or partial attendance of a lab or clinical experience day will result in an absence, and an unsatisfactory grade for the specified lab, simulation or clinical day. Students are responsible for mastery of the skills and/or information presented during the lab or clinical experience day. Definition of any tardy includes late arrivals and early leaves from class/lab/clinical. Students must make up missed clinical time. Until the absent student demonstrates a missed lab skill, the student cannot perform that skill on a client at clinical.

It is a requirement that students contact the appropriate clinical facility and/or clinical instructor for any absence or tardy at least 30 minutes prior to the beginning of the clinical experience.

 Unsatisfactory clinical status based on attendance

- The absence of any clinical day will result in an unsatisfactory for the day. An absence will also result in a zero for any related clinical paperwork.

- Preceptorship, which is scheduled in the final course of the program, is also a component of the final clinical experience. Any absence from a regularly scheduled preceptorship day will be added to the total number of absences for the semester.

From the Director:

Extenuating circumstances are always difficult to define and no one’s situation can be compared to another. Therefore, it is prudent to acknowledge the following when considering a student’s particular absence behavior/situation:

- History of class/lab/clinical attendance
- History of any behavioral concerns
- Specific student input
- Specific instructor and course lead instructor input
## CRITERIA FOR SATISFACTORY CLINICAL PERFORMANCE AND PROGRESSION

<table>
<thead>
<tr>
<th>NUR 111</th>
<th>NUR 112, 211, &amp; 113</th>
<th>NUR 114, 212, &amp; 213</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>After initial clinical orientation, the student:</strong></td>
<td><strong>After initial clinical orientation, the student:</strong></td>
<td><strong>After initial clinical orientation, the student:</strong></td>
</tr>
<tr>
<td>1. With guidance, meets clinical outcomes as specified.</td>
<td>1. With minimal assistance, meets clinical outcomes, as specified.</td>
<td>1. Skillfully, and with progressive independence meets clinical outcomes as specified.</td>
</tr>
<tr>
<td>2. Initiates basic nursing care appropriately.</td>
<td>2. Initiates nursing care appropriately.</td>
<td>2. Initiates complex nursing care appropriately.</td>
</tr>
<tr>
<td>3. With appropriate supervision, safely performs psychomotor skills.</td>
<td>3. With minimal supervision, safely performs psychomotor skills.</td>
<td>3. With progressive independence, safely performs psychomotor skills.</td>
</tr>
<tr>
<td>4. Observes professional ethics at all times.</td>
<td>4. Observes professional ethics at all times.</td>
<td>4. Observes professional ethics at all times.</td>
</tr>
<tr>
<td>5. With guidance, demonstrates empathy and insight.</td>
<td>5. With progressive independence, demonstrates empathy and insight into patient behaviors.</td>
<td>5. With independence, demonstrates empathy and insight into complex patient behaviors.</td>
</tr>
<tr>
<td>6. With limited direction utilizes effective communication skills with patients in various adult stages of the life span.</td>
<td>6. With minimal guidance, utilizes communication skills which promote therapeutic relationships with patients in various stages of the life-span.</td>
<td>6. Is self-directed in utilizing communication skills which promote therapeutic relationships with patients in various stages of the life-span and complexities of health needs.</td>
</tr>
<tr>
<td>7. Within the assigned length of time, plans, organizes, and implements nursing care for one adult patient with clearly identified medical surgical health needs.</td>
<td>7. Within the assigned length of time, plans, organizes, and implements nursing care for one to two patients of various stages in the life-span according to their individual health needs.</td>
<td>7. Within the assigned length of time, plans, organizes, and implements care for two or three patients experiencing complex acute and chronic health care needs in various stages of the life span.</td>
</tr>
</tbody>
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Clinical Evaluation of Student

Clinical evaluations will be conducted with students on an ongoing basis. Clinical instructors are to document clinical performance on daily/weekly evaluation forms and review this information with students weekly. It is mandatory that a clinical evaluation be conducted at mid-term and at the end of the semester. Student and instructor signatures will validate that this process has been completed.

In accordance with the law, which controls nursing in North Carolina, a nursing program has a legal obligation to graduate individuals who demonstrate intellectual skills and abilities and who possess physical and emotional characteristics requisite to safe practice of nursing. Therefore, at any time a student "presents physical or emotional problems or demonstrates behavior which conflicts with safety essential to nursing practice" the faculty will require the student to leave that class/clinical. (Chapter 36-Board of Nursing; 21 NCAC 36.0320 STUDENTS. If a student isn't performing at expected level in clinical, they will be referred to the lab for skill review. (See Appendix A for lab referral form). If a student is dismissed from clinical for "unsafe" behavior, the student action will:

1. be followed up with counseling and remediation.
2. result in an unsatisfactory for that day.
3. be reflected in their clinical evaluation.

The severity of the “unsafe” behavior will be evaluated and may result in dismissal from the nursing program. Multiple documented episodes of “unsafe” behavior will result in dismissal from the nursing program.

Evaluation of the ADN student in the clinical area is based on:

1. Observations of the student's performance on assigned units by faculty and staff.
2. Communications between the clinical instructor and student while on the units assigned or during post conference.
3. Observations and documentation of the student's interactions with clients, clients' families, members of the interdisciplinary team and faculty.
4. Written assignments, which are required during clinical rotation, will receive a grade equal to satisfactory or unsatisfactory.
5. Participation as a member of the interdisciplinary healthcare team in the care of client assignments.
6. "Just Culture" Event Evaluation Tool results as necessary.

A final clinical evaluation of "U" results in dismissal from the program and a grade of "F" in the course. Each semester the student syllabus includes a clinical evaluation tool outlining "S" and "U" clinical behaviors.
Criteria for Determining Overall Unsatisfactory Performance in all Clinical Courses

A student can receive an “unsatisfactory” for clinical performance if the following issues arise after initial clinical orientation and the student:

1. Does not meet the clinical outcomes.

2. Does not initiate and/or initiates care inappropriately, potentially or actually compromising patient safety.

3. Exhibits inability to perform designated psychomotor skills safely.

4. Violates professional ethics such as, but not limited to: 1) carelessness with patient confidentiality, 2) violates agency policies, 3) inability or unwillingness to recognize implications of behavior on nursing practice.

5. Is insensitive to the needs of patients and/or significant others. Unprofessional/uncivil behaviors in the clinical setting.

6. Does not utilize appropriate communication skills in forming therapeutic relationships with patients, significant others, faculty and members of the interdisciplinary healthcare team.

7. Requires an unreasonable length of time to plan, organize and implement nursing care for assigned patients as determined by clinical situation and nursing instructor.

8. Receives multiple unsatisfactory scores for daily clinical performance. A student can receive a daily “unsatisfactory” score for clinical performance which falls below expected course competencies/outcomes or a clinical absence. Students receiving a daily “unsatisfactory” clinical score on more than 25% of the total clinical days in the first level of the program or 10% of the total clinical days for second year courses, will have an “unsatisfactory” grade for the clinical component of that course. This will result in the student being unable to progress in the ADN program.

The student will be counseled by the clinical instructor/course coordinator with all unsatisfactory scores. The Program Director and faculty have the authority to evaluate each student’s situation and determine the student’s status in the program which may include dismissal from the program.

The above criteria also applies to the focused clinical experience (preceptorship). If a new alteration in health status develops, the student must provide written documentation from the attending healthcare provider to continue in the program. The student must be able to participate and meet clinical objectives of the course. Documentation is required and must be submitted to clinical faculty before returning to clinical.
Student Event Evaluation Tool Policy "Just Culture"

The "Just Culture" Evaluation Tool is to be utilized by clinical faculty and nursing students in evaluating student nurse's clinical errors and near misses.

The focus is on the behavioral choices of the nursing student, the degree of risk-taking behavior and whether the nursing student deliberately disregarded a substantial risk. It holds the nursing student accountable for making unsafe or reckless choices that endanger clients.

The "Just Culture" Event Evaluation Tool will guide the nursing student and nursing faculty in review of clinical errors or deficiencies while focusing on a resolution that promotes client safety.

Students will receive introduction to the "Just Culture" initiative and evaluation tool during NUR 111 class.

Any "Just Culture" event Evaluation Tool will be sent to the Director.

Adapted from the North Carolina Board of Nursing "Just Culture" initiative. March 2013
POLICIES RELATING TO ACADEMICS
**Academic Integrity Statement**

Academic dishonesty is not condoned, therefore, students are expected to rely on their own knowledge when taking tests and completing independent assignments.

Examples of academic dishonesty include, but may not be limited to:

- Cheating on exams by giving, receiving, or soliciting help.
- Plagiarizing by using another person’s work without giving proper credit.
- Substituting for another person during an exam.
- Working with another person to complete assignments unless collaborative efforts have been approved.
- Buying, selling, stealing, or soliciting material related to exams or assignments (test banks, essay papers, etc.)

The following academic integrity statement should be utilized on all exams and assignments during the CCC&TI nursing program:

I have abided by the Caldwell Community College Academic Integrity Policy and have not given or received any unauthorized assistance in completing this assignment/activity.

Student Name (printed): ______________________________________________

Student Signature:  __________________________________________________

Date:  _____________________________________________________________
Examination Policy

The following policy applies to paper/pencil or computerized examinations.

1. All students are required to take **EVERYTHING** off their desks except two pencils, Highlighter, basic function calculator and Scantron(s).

2. No exams will be distributed until students have followed policy.

3. All examinations are timed. At the end of the allotted time, testing materials will be collected by the instructor. Students are not given additional time to complete the examinations unless a recommendation has been submitted by Disability Services.

4. Students are allowed approximately 1 ½ minutes per exam question in the first nursing course, NUR 111. After this course, students are allowed varying times per exam question. The time per question will be determined by course instructors and placed in the course syllabus.

5. Talking is not permitted during examination.

6. Students are not to leave the testing area until their test is completed and testing materials are turned in to the instructor. If a student has a condition which necessitates leaving the testing area (such as a bladder condition), a physician’s note will be required.

7. After an exam has been completed and turned into the instructor, students are permitted to leave the testing area quietly, professionally, and being considerate of others, returning only when all students have completed testing.

8. Cellular phones or pagers are not to be used during the examination.

9. Only simple calculators will be allowed for dosage calculation questions/exams. No cell phones, scientific calculators, smart phone/fit-bit wrist calculators will be allowed.

10. Scantron (scoring) sheets will be used for purposes of grading and test analysis. All exam answers are to be placed on the Scantron unless otherwise instructed. Any exam answer that cannot be placed on the Scantron by filling in the appropriate “bubble” box should be placed on back of the Scantron (ex. Dosage calculations). The answer placed on the Scantron sheet will be considered the final answer of the student, regardless of what has been marked on an exam booklet. Even though exam answers are to be placed on Scantron sheets, students are encouraged to also place their answers on their exam booklet by either highlighting or circling the answer they chose as this process may assist the student when participating in exam review. The student is also expected to record their college student ID number in the appropriate section of the Scantron and bubble in the corresponding numbers.
Examination Policy, cont.

11. The faculty member administering the exam must initial any student erasures on the Scantron when the student turns in their testing materials. This ensures accurate grading by the scanning machine and nursing instructor.

12. The student is not to make any marks on the left side of the Scantron answer sheet.

13. No hats, caps, or watches will be worn during examinations or review.

14. Following the exam, students must turn in all testing materials including the cover sheet. Failure to return exam materials before leaving the testing site will result in a grade of "zero" on the exam.

15. Under certain circumstances, online testing may be implemented.

16. Students requiring accommodations will be required to test in the Testing Center. Students may be required to come in prior to assigned class time in order to meet the required time needed for testing.

17. Students who miss a scheduled exam will be required to take the exam on the next available testing center day. It is the student’s responsibility to contact appropriate nursing faculty for plans to make up testing. The absent student's exam may be a different exam, number of questions and alternate format ex: essay, fill in blank, etc. Five points will be deducted from the exam grade for each day on which the exam is not taken. Exams not taken within three days of the original test date will result in a grade of zero. Violation of any examination policy will result in a grade of zero on exam and/or dismissal from the nursing program.
Drug Calculation Procedure for Dosage Calculations on Exams

1. Answers with "dangling" decimals will be graded as wrong. Example: .5 mg is incorrect; the correct answer is 0.5 mg.

2. Answers with a zero placed behind a decimal will be graded as wrong. Example: 5.0 mg is incorrect; the correct answer is 5 mg.

3. When solving dosage calculations, answers should be rounded to the nearest whole number unless otherwise directed.

4. When solving an IV calculation, the gtts/min and mL/h must be rounded to the nearest whole number or nearest tenths, unless otherwise directed.
   
   - Example: 20.83 gtts/min has to be rounded to 21 gtts/min or 20.8 gtts/min.

5. The student must show ALL work when solving math questions. The question will be counted wrong if the work is not shown. Work is to be shown on exams, not Scantron. Answers must be correctly transferred from exam to Scantron or they will be counted wrong.
**Examination Review**

Exam review provides an additional learning opportunity for participating students. Therefore, all students are encouraged to participate in the entire exam review session. Students are expected to abide by the following guidelines as they apply to examination review sessions.

1. Exam review times will take place on the day of the exams but will be outside the scheduled class times.

2. Recorders are not permitted during any review of exams. Students may highlight individual exams for further study.

3. Following review of the exam, students must turn in all testing materials including the cover sheet. Failure to return exam materials before leaving the testing site will result in a grade of "zero" on the exam.

4. Following review of the exam, students may request to further review their exam one-on-one with an instructor. However, exams may only be reviewed in the time frame prior to the next exam being administered. After that time, students may not be allowed to review their exam. If a student fails to participate in an exam review session, they forfeit the opportunity for a one-on-one review.

5. Associate Degree Nursing policy includes a maximum one week return of examinations and/or posting of grades.

6. Students with exam grades of < 80 are encouraged to complete an Individualized Growth Plan (IGP) and schedule a time to review their exam with the course instructor.

**Standardized Testing**

Standardized testing will be utilized to increase student success in the ADN program as well as on the NCLEX examination following graduation. Students should refer to course syllabi for specific testing, grading criteria and remediation. Remediation will be reviewed by the instructor and revisions may be required.
**Grading Policy**

The nursing faculty and program director of Caldwell Community College and Technical Institute Associate Degree Program is dedicated to the successful student completion and NCLEX-RN examination. Essential to this accomplishment is the graduation of the novice yet knowledgeable and competent student nurse. Grading policies included within the program are as follows:

- In order to successfully progress from one semester to the next, the nursing student is required to have an average score of **80 or greater** for each nursing course.
- No rounding of grades shall occur for any exam or quiz.
- Only answers bubbled in on the Scantron will be graded as correct or incorrect. Failure to bubble the answer in on the Scantron will result in the question being graded as incorrect.
- Grades are averaged to the thousandths place for accuracy.
- The nursing student should refer to each nursing course syllabus for specific grading content.
- Program grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89.9</td>
</tr>
<tr>
<td>C</td>
<td>70-79.9</td>
</tr>
<tr>
<td>D</td>
<td>60-69.9</td>
</tr>
<tr>
<td>F</td>
<td>59.99 and below</td>
</tr>
</tbody>
</table>
Calculating Course Grades

Students are expected to monitor their progress in nursing courses. Monitoring progress includes calculating course grades in order to determine academic status. Each course syllabus will provide specific grading guidelines for that course and will be presented at the beginning of each course. Below is an example of how to calculate an overall course grade based on a sample of course guidelines.

Course grading guidelines:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>14%</td>
</tr>
<tr>
<td>Assignments (See breakdown below)</td>
<td>6%</td>
<td></td>
</tr>
<tr>
<td>Correct remediation for ATI Neuro/Mobility test</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Correct remediation for ATI Immunity test</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>APA Substance Abuse Paper</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td>Pop Quizzes/Assignments</td>
<td>1%</td>
<td></td>
</tr>
</tbody>
</table>

Sample of how to calculate grades based on guidelines:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Grade(s)</th>
<th>Percentage</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>80</td>
<td>80%--average of exams—add all exams together and divide by total number of exams For this example, the total score is 318/4 = 79.5</td>
<td>Assignment grade (or average-if applicable) multiplied by the percentage that the assignment counts. For this example—79.5 x 0.8 = 63.6 points</td>
</tr>
<tr>
<td>Exam 2</td>
<td>76</td>
<td>14%</td>
<td>14 x 0.14 = 11.48 points</td>
</tr>
<tr>
<td>Exam 3</td>
<td>84</td>
<td>1%</td>
<td>90 x 0.01 = 0.9 points</td>
</tr>
<tr>
<td>Exam 4</td>
<td>78</td>
<td>1%</td>
<td>94 x 0.02 = 1.88</td>
</tr>
<tr>
<td>Final Exam</td>
<td>82</td>
<td>1%</td>
<td>92 x 0.02 = 1.84</td>
</tr>
<tr>
<td>APA Paper</td>
<td>90</td>
<td>1%</td>
<td>88 x 0.01 = 0.88</td>
</tr>
<tr>
<td>Remediation 1</td>
<td>94</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Remediation 2</td>
<td>92</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Assignments</td>
<td>88</td>
<td>1%</td>
<td></td>
</tr>
</tbody>
</table>

Total Points earned: **80.58**

Course letter grade: **B**

Created 2/2017
Role of Student in Advisement

1. It is the responsibility of the student to obtain and read copies of the institution catalog, student handbook/calendar, and nursing program student handbook. Students must also be responsible for identifying the year of the catalog in which they entered the nursing program.

2. If a student plans to transfer to a four-year institution, it is the responsibility of the student to obtain a copy of the senior college catalog from the four year institution and bring it to all planning meetings with the advisor.

3. It is the student's responsibility to report for advisement each semester at the scheduled time.

4. The student shares with the advisor, the responsibility to make sure that all registration forms as required are filled out properly and completely.

5. It is the student's responsibility to either register online for classes or attend regular registration.

6. It is the student's responsibility to keep all appointments made with the advisor.

7. If the student experiences academic difficulty, it is the student's responsibility to contact the instructor involved and attempt to solve the problem. If no solution is found, it is the student's responsibility to contact the advisor to assist with the problem and to discuss the possible alternatives, including withdrawal from the course in question.

8. If a student needs to withdraw from the nursing program/institution, it is his/her responsibility to contact his/her advisor and fill out the withdrawal form located in the Student Services office.

9. It is the student's responsibility to make certain that the courses taken by the student follow the required course sequence in the college catalog and satisfy all degree requirements of the nursing program.

10. Students with special financial needs must assume responsibility to meet with the appropriate college personnel prior to registration.

11. It is the student's responsibility to request accommodations as a result of a disability and should contact Disability Services early each semester.

12. Students enrolled in nursing courses at CCC&TI are required to contact their nursing instructors if they receive a grade less than 80 on any exam. Students are required to contact their nursing instructor for scheduling of appointments during non-scheduled office hours.
**Counseling and Guidance**

Counseling and guidance are ongoing processes, which begin with initial contact. Counseling through Student Services is available to every student. Each student is assigned a nursing program advisor. Office hours will be posted and conferences scheduled as needed.

If a deviation from professional behavior is noted, a Performance Improvement Plan (Appendix B) will be completed by nurse faculty for any student requiring counseling for behavior or classroom/clinical performance issues. This Improvement Plan will be kept in the student’s record. Multiple offenses shall result in dismissal from the program according to the steps listed below:

1st offense - verbal warning

2nd offense - written warning; if in clinical, sent home with unsatisfactory

3rd offense - final written warning; if in clinical, sent home with unsatisfactory

4th offense - dismissed from program

** Any “Unsatisfactory” on the clinical evaluation may preclude the need for any prior improvement contract and can result in dismissal from the program.
POLICIES RELATING TO PROGRAM PROGRESSION
**Progression in Nursing Program**

In order for the student nurse to progress from one semester to the next nursing semester, the student must pass all nursing related courses with an 80 or better. If the nursing student receives a grade lower than an 80, they will be dismissed from the nursing program.

Grades of 80 or better are to be maintained in nursing courses or any nursing required courses. Any of the following events will result in a student being dismissed from the nursing program due to academic reasons:

1. Final grade of less than 80, "W", or "I" in any course required in the nursing curriculum. If a student makes a grade of less than 80, "W", or "I" in any course required in the nursing curriculum, he/she will not be allowed to progress to the next semester.

2. Failure to take and earn the acceptable grades in any course as scheduled in the nursing program curriculum schema. Students cannot take any course later than the semester listed in the curriculum schema. (College catalog)

The theory, lab and clinical component of the nursing courses relate to each other in principle and content and must be taken concurrently. To earn the theory grade and pass the course with a "B" or better, the student must also pass the lab and clinical component of the course. Failure to pass the lab or clinical component will result in an "F" for the course. The requirements for satisfactorily completing the nursing theory, lab and clinical components are included in each course syllabus. Therefore, the student who must repeat the class, lab or the clinical component due to unsatisfactory performance must repeat all three of these components.

**Requirements for Graduation**

Graduation exercises will be held in May. All candidates are expected to be in attendance. A student is eligible for graduation when the following requirements have been completed:

- the student must file an application for degree/diploma/certificate and pay the fee by the deadline which is set and published each spring.
- complete at least 25% of all nursing program curriculum hours at CCC&TI.
- complete all courses specified for the degree with a final grade of less than 80 in any courses required in the nursing curriculum.
- the student must meet all financial obligations to CCC&TI.
- the student must follow graduation policy for CCC&TI.
Withdrawal from the Nursing Program

If a student chooses to withdraw from a nursing course, the student is required to:

1. Meet with the lead instructor or Director of the Associate Degree Nursing Program or lead instructor prior to withdrawal. Withdrawal forms will be completed, placed in the student's folder, and sent to Amy Huffman (Health Sciences Admissions Coordinator).

2. Follow the accepted procedure from CCC&TI catalog for withdrawal. This procedure is outlined in the CCC&TI Student catalog.

The withdrawal must take place in accordance to published institutional guidelines regarding “last day to withdraw without academic penalty”. Any student withdrawing after this published date will receive the grade they have obtained at the time of the withdrawal as an official grade for that course.

Dismissal Policy

Students will be dismissed from the program for any of the following reasons:

1. Failure to meet academic or clinical criteria.

2. Conduct not in accordance with the standards of Registered Nursing according to the North Carolina Nursing Practice Act, GS 90-171-37 and Title 21 (Chapter 36.027 Revocation: Suspension or Denial of Licensure.)

3. Failure to comply with CCC&TI program attendance policy (clinical and/or academic).

4. Violation of policy(s) so noted in the CCC&TI college catalog, student handbook and ADN student handbook.

5. Evidence of falsification of information.

6. Students who do not submit required paperwork within the specified timeframe are not meeting course requirements and are subject to dismissal.

7. Students who violate patient safety are subject to immediate dismissal from program.
Readmission to the Nursing Program

The re-entry student must apply within one year of the last nursing course attempted. Students that are beyond this yearly requirement will be advised to apply for the beginning nursing course of NUR 111. The student must then meet all requirements by the deadline as designated on the General Admission Requirements document in order to be ranked and considered for re-admission. All students seeking re-entry to NUR 111 will be ranked with the current applicant pool.

A student may apply as a re-entry student for any nursing course in which a grade lower than 80 was obtained. The student may have only one other admission to any nursing program. Any student wishing to apply for readmission should refer to the current guidelines for readmission which are posted on the college website.

Procedure for Resolving Issues

A. If issues arise, the following steps are to be taken by the student:

1. If the issue concerns an individual course, the student should begin the resolution of the situation by contacting the appropriate faculty member. If the situation is not resolved after the initial conference between the student and faculty member, the student should meet with the lead instructor of the course. If not resolved, the student may confer with the Director of the Nursing Program for resolution of the issue.
2. If a situation concerns overall college policies and regulations of CCC&TI, the Student Government Association should be contacted.
3. Cheating and plagiarism are not permitted as specified by the CCC&TI student catalog. Issues of this nature will be resolved according to guidelines specified by the academic institution. (Please see Academic Integrity Policy in the college catalog).

B. Additional appropriate channels available within the nursing program:

1. The Director of the Nursing Program is available to all nursing students and will follow-up with issues as outlined above.
2. Student wishing to have another party present during any meeting must obtain a Disclosure Consent form from student services. It is the student's responsibility to obtain form prior to the meeting.

C. For additional resources available to the student, please see the current CCC&TI Student Handbook and the CCC&TI College Catalog.
National Council Licensure Exam - RN (NCLEX-RN)

Each student is required to attend the planned NCLEX-RN review which will be scheduled at the end of the program. This review may be scheduled after graduation. It is still the responsibility of the student to attend. No excuses are allowed.

In the last semester of the nursing program, students will be given the opportunity to complete the state licensing examination application to the Board of Nursing. This includes submission of current student photograph and fingerprinting. Students who have been convicted of a misdemeanor (other than traffic violation) or a felony are advised that the NC Board of Nursing may deny or restrict licensure.

Further information can be obtained from the North Carolina Board of Nursing at www.ncbon.com.

Articulation with Baccalaureate Programs

Students who are interested in obtaining a Bachelor's of Science in Nursing degree should inform their advisor of this intent.

The Nursing faculty are committed to encouraging, advising and promoting the pursuit of advanced degrees in nursing. We accept RIBN students in partnership with Lenoir-Rhyne University.
ASSOCIATE DEGREE NURSING CLUBS
AND RECOGNITION
Organization for Associate Degree Nursing (O-ADN)

The Associate Degree Nursing Program of Caldwell Community College and Technical Institute maintains membership in the Delta Chi Chapter of the Organization for Associate Degree Nursing (O-ADN). This membership is available to students who meet criteria identified by the O-ADN. Specific requirements for membership to this organization will be presented to students upon entering the nursing program. Additional information can be found at https://www.oadn.org/

NURSING CLUB/PINNING

Constitution and By-Laws for the Associate Degree Nursing Club of Caldwell Community College & Technical Institute:

Article I: Name, Mission, and Purpose

Section A: Name—The name of this club shall be Associate Degree Nursing Club of Caldwell Community College and Technical Institute.

Section B: Mission Statement—The purpose of this club shall be to support enrolled nursing students to become committed nursing professionals who are dedicated to providing quality client care. We endeavor to make a difference by “providing a healing touch, demonstrating a caring spirit, and advocating quality healthcare in our community”.

Section C: Purpose and Objectives—

- to provide a forum for the open discussion of nursing students interests
- to take an active interest in nursing school learning
- to be service-minded and to serve the college and community

Article II: Membership and Dues

Section A: Eligibility—Membership shall be open to students with a major in Associate Degree Nursing. Members must attend a minimum 75% of scheduled meetings to be an active member.

Section B: Dues—Dues shall be based on Pinning Ceremony budget and club project needs. Dues shall be an amount to meet current annual financial identified needs.

Article III: Meetings

Associate Degree Nursing Club Meetings will be held a minimum of once a month during the spring and fall semesters.
Article IV: Officers

- Officers must attend 90% of scheduled meetings.
- Officers must be current nursing students.
- Officers shall be elected by majority vote cast for that office.
- Officers shall be a President, Vice-President, Secretary, and Treasurer.
- If a vacancy occurs in the office of President, the Vice-President shall assume the position.
- Vacancies in other offices shall be filled by special meeting election.

Article V: Duties of Officers

Section A: President
- Preside at meetings
- Create meeting agenda
- Approve and sign club documents
- Serve as SGA representative or delegate duty
- Assume responsibility for organizational leadership of club

Section B: Vice-President
- Perform club responsibilities and duties in the absence of the President
- Assists the President in the club’s organizational needs
- Serve as SGA representative as necessary.

Section C: Secretary
- Record minutes for all nursing club meetings
- Record important information and dates
- Responsible for publicity and public relations
- Provide copy of club minutes to the Director of the Associate Degree Nursing Program and the club faculty liaison

Section D: Treasurer
- Maintain accurate financial records of income and expenses
- Provide receipts for all monetary transactions
- Collect dues and fund raiser sales and deposit
- Make prompt payments for all invoices
- Present financial reports at meetings
Article VI: Faculty Liaison Advisor

- Will be a second level faculty
- Maintain contact with SGA Director
- Maintain an awareness of the activities and programs provided by the nursing club
- Meet on a regular basis with the officers of the club to discuss upcoming meetings, long-range plans, goals, and any problems
- Attend regularly scheduled club meetings
- Inform club members of unacceptable behaviors and the possible consequences of said behaviors

Article VII: Committees

Section A: Program Pinning Committee
- Sub committees made up of members with a coordinator for each sub committee
  - Food
  - Music
  - Programs
  - Invitations
  - Flowers
  - Marshals
  - Caps and Pins
  - DVD, photos
  - Decorating
  - Speaker
  - Lamps
  - Publicity

Section B: Other Committees
- Service Projects

Article VIII: Amendments and Revisions

- Amendments and revisions to the Associate Degree Nursing Club By-Laws may be proposed by any club member.
- Amendments and revisions will pass with a majority vote of the nursing club membership.
**Pinning Guidelines**

1. Each graduating class will make the decision whether to have a pinning ceremony. Any number of students who wish to have a ceremony may do so. All students are not required to participate. There will be only one combined ceremony for the two campuses as this is one nursing program.

2. The day, time and location for the capping and/or pinning ceremony will be determined by the Director of the nursing program.

3. All ceremony costs, except for programs, will be assumed by the graduating students.

4. Student attire at the ceremony will be a professional dress with accessories which conform to the Clinical Dress Code Policies cited earlier.

5. Students who choose to purchase a nursing cap and school of nursing pin will be required to order the official CCC&TI cap and pin. If a student does not successfully complete the fifth semester and a school of nursing pin has been purchased, the pin is not awarded to the student until the student completes the program.

6. The graduating students, with guidance from the pinning faculty liaison, have until the fourth semester after their enrollment into the program to be responsible for all other aspects of the ceremony such as clean-up, reception, refreshments and invitations. Guest speakers must be approved by the pinning liaison faculty and by the Director of the nursing program. The slide show/DVD video must be submitted to the Director or pinning faculty liaison for approval at least 3 weeks prior to the ceremony. If at the end of the fourth semester the students' plans are not finalized, the ceremony will either be canceled or the pinning faculty liaison will make all decisions relative to the ceremony.

7. If students decide to have acknowledgments read at the ceremony, they are expected to comply with faculty guidelines regarding completion and submission of the acknowledgment. If index cards are used for the acknowledgment, the following rules apply:
   - use a 5 X 8 lined index card with at least 14 font format.
   - write a MAXIMUM of 80 words.
   - DO NOT use any individual faculty member's name. Say, "I thank the nursing faculty for..."
   - in LARGE LETTERS, TYPE first and last name in the upper right hand corner.
   - submit card to the pinning faculty liaison at least 3 weeks prior to ceremony.

8. Marshals from the first year students will assist with the pinning ceremony. Marshals from both campuses will be selected based on GPA.
Revenue

Revenue monies may be derived from class dues and/or fund raising events/projects. All revenue monies must be deposited and dispersed through the CCC&TI SNA accounts. All monies dispensed will require the signature of the secretary and treasurer. All monies collected and dispensed must be recorded with name, date of payee, payee and treasurer. All records of money transactions and receipts must be filed and given to Director along with book of meeting minutes, planning and any record keeping.

Meetings

Regularly scheduled meetings:

- Members shall meet with all active members a minimum of twice per semester in the first year. In the second year, the members shall meet at least once every 6 weeks starting with fall semester. During summer semester only one meeting is required.

- The secretary will begin the meeting. The secretary and treasurer will take roll, read the minutes from the previous meeting and the treasurer will give a financial report. All meetings should be carried out in a formal meeting format. Minutes must be complete, correct and thorough.

- Meetings will be announced to the membership verbally and in writing, posted notices, a minimum of two (2) weeks before the given date.

- It is expected that members present at the meeting will participate in discussions and offer suggestions in an orderly fashion; facilitating the meeting without hindering its progress.

- A pinning liaison faculty member will be present for each meeting.

- Typed meeting minutes will be provided to the Pinning liaison faculty and Director.
Nursing Program Faculty Award

The nursing faculty may choose to present the Faculty Award to a graduating student who exhibits outstanding nursing characteristics and expertise in clinical practice. If the faculty chooses to present the award, students will be recommended by nursing faculty. One graduate will then be selected by faculty vote. The award will be given to the student showing the ability to relate theory to nursing practice, the ability to demonstrate compassion in the delivery of healthcare and the potential to make future contributions in nursing. Faculty will also consider the demonstration of pronounced improvement in nursing care expertise over the student's course of study.

The following outstanding characteristics have been identified by the faculty as important considerations in making the selection:

- Serves as a client advocate in the clinical setting.
- Demonstrates honesty.
- Is dependable and organized in the delivery of professional nursing care.
- Expresses concern and empathy for others through communication.
- Demonstrates professional growth.
- Communicates non-judgmental attitude of unconditional acceptance of others.
- Performs above the "required" expectations.
- Demonstrates superior communication skills.
- Demonstrates leadership and serves as a role model for fellow students.
- Demonstrates ability to collaborate with other healthcare personnel.
Peer Award

The nursing students may choose to present the Peer Award to a graduating classmate who is in good standing and exhibits the following characteristics:

- Has been an inspiration to and a positive influence on fellow class members.
- Has been a student nurse role model for fellow classmates.
- Represents the kind of graduate nurse, fellow class members would most want to have should they need nursing care.
The Student who fails to read the ADN Handbook, the CCC&TI Catalog, and CCC&TI Student Handbook and the course syllabus will not be excused from any regulations and requirements.

I have access to the Student Handbook of the Associate Degree Nursing Program of Caldwell Community College and Technical Institute for 2017-2018. I have read this myself in its entirety and have had my questions answered. I understand that, as a student in the Associate Degree Nursing Program of Caldwell Community College and Technical Institute, I am bound and responsible to comply with all of these policies. I also understand that I am subject to all of the requirements, provisions, and procedures contained in this handbook and/or policies that may be implemented while I am a student in the nursing program. I recognize that changes to any of the policies/procedures may be necessary and will be communicated with me. I understand that violation of any policy contained in this handbook could result in my dismissal from the Associate Degree Nursing Program.

I also understand that it is mandatory that I participate in the NCLEX-Review scheduled at the end of my program of study.

__________________________________________________________
Signature of Student

__________________________________________________________
Date
APPENDIX A

Student Referral for Skills Lab

Name: ____________________________________________ Date: __________________

Current nursing class: _________________________________________________________

Clinical skills to enhance: ______________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Referring Instructor: ____________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Student completed lab on ______________________________________________________

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<th>Student performance of skills</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
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Skills lab instructor ____________________________________________________________
APPENDIX B

Caldwell Community College & Technical Institute
Nursing Program

Performance Improvement Plan

Instructor's Name:

Student's Name:

Course Name:

Counseling Date:

Type of Warning:

☐ Verbal Date:  

☐ Written Date:  

☐ Final Written Date:  

☐ Dismissal Date:  

Reason for Counseling: (including prior verbal warnings if applicable)

Summary of behavioral or academic concern(s):

Relevant Background Information:

Plan of Action:

Signature: ___________________________  Date: ____________

Student

Witness: ___________________________  Date: ____________

Lead Instructor/Director

Witness: ___________________________  Date: ____________

Faculty
APPENDIX C

ADN Program Chain of Command

Margaret Hampson, Vice President of Curriculum and Adult Education

Barbara Harris, Health Science Department Chair

April Cline, CCCTI ADN Program Director

Lead Instructor

Nursing Instructor  Clinical Instructor

ADN Nursing students are expected to always follow the chain of command for any concerns related to nursing class, lab or clinical.